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10 OCT 1968

MEMORANDUM FOR THE RECORD

25X1A9a SUBJECT: Visit with the WH Division, DDP, RMO, [REDACTED]

DATE OF VISIT: 4 October 1968

PROGRAM BRIEF: The WH/RMO is a records management officer, DDP style, with a number of years experience both in headquarters and the field. His position in WH is full-time, but there is a movement afoot to put him in charge of the WH Registry. He functions much the same as other DDP component records management officers, with a major concern with the operation of the DDP records system. He was involved with the DDP annual field inventory, top secret inventory, and the field emergency destruction questionnaire. He reviews forms requests, equipment requests, and has issued a WH notice on vital records, and other aspects of the WH program. He is also involved in the field records problems, and has toured the WH field stations. At the present time he was engaged in the review of records returned from [REDACTED] to headquarters for disposition. This review may require a box by box, document by document review with some paper being destroyed and others retired.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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